

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Overnight Operational Support
DEPARTMENT: Facilities
REPORTS TO: Director of Facilities
FLSA CLASSIFICATION: Non-Exempt
JOB CODE: Regular Full Time

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

JOB SUMMARY

This position will report to the Director of Facilities and provide evening and early morning support to Facilities and Security, Housekeeping and Guest Services.

ESSENTIAL DUTIES

- Locking all gates and buildings per schedule
- Stock all housekeeping closets as per schedule
- Attending to guests' needs as requested such as making room keys, plumbing issues, etc.
- Turning off all lights, heat and air condition in vacant buildings or as instructed
- Assisting in other maintenance, housekeeping and front desk duties as instructed
- Embrace the mission of Presbyterian Mo-Ranch Assembly
- Work without daily supervision to accomplish assigned duties
- Hours to vary based on guests' needs
- Stand, walk and climb for significant stretches of time
- Legally drive in the State of Texas
- Legally work in the United States
- Friendly and courteous
- Flexibility as to assigned task
- Employ discernment and confidentiality when dealing with guest and staff
- Be attentive to completion of task in a timely manner

EXPERIENCE, EDUCATION, OTHER QUALIFICATIONS

1. High School diploma. Prefer minimum of some college and/or trade school education.
2. Strong organizational skills.
3. Strong interpersonal, supervisory, and computational skills and experience.
4. Possess basic troubleshooting skills and able to identify and repair defective system components.
5. Ability to safely drive a Mo-Ranch vehicle; able to maintain current Texas driver's license and meet the insurance requirements of the Mo-Ranch insurance carrier.
6. Must be able to speak, read, write, and understand English.
7. Ability to assume leadership role as may be assigned or in absence of department chief.

GROOMING & UNIFORM

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Work is sometimes sedentary but often physically demanding. Reaching, handling, and grasping are required in processing of paper and computer-based data. Certain proportion of work is outdoors. Requires grasping, writing, standing, sitting, walking, hearing, visual acuity, and good speaking skills.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances (e.g., Emergencies, changes in personnel, workloads, rush jobs, guest occupancy, or technological developments) arise.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree his does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Supervisor Signature

Date